

DIRAUX NOTES

A Publication of the 13th District Auxiliary Office

DECEMBER 2004

WISHING YOU AND YOUR LOVED ONES A HAPPY AND SAFE HOLIDAY SEASON!!!

FROM THE DIRECTOR

LCDR Kelly A. Boodell

GOOD-BYE! Have you decided that you are not going to return your Personnel Security Questionnaire (PSQ)? I'd hate to have to say good-bye to you if you thought you had returned it, or haven't gotten around to it yet. The fact is: YOU are running out of time! 31 DECEMBER is the date that you will automatically be disenrolled from the Auxiliary. There will be no way that we can reverse this if it happens, so please take a minute and check with your Flotilla Commander to ensure that you have your T's crossed and your I's dotted!

AWARDS WRITING TEAM: Joe Engle has agreed to take the lead as the Awards Writing Team Chair. If you want to put someone in for an award but do not know how to do it, contact Joe! His email is joe@jre.com. The more writers the better! The only requirement is that you want to facilitate member recognition, and that you do what you commit to doing!

PAYMENT OF DUES AND DISENROLLMENTS: Please take this opportunity to review your flotilla rosters. If a member appears on your roster that has requested disenrollment or retirement, don't assume that it is in the works! Follow up with an E-mail to Charles Claytor or Shirley Blanchett to let them know that the member still appears on your roster. Your Flotilla will have to pay for those that are on your roster 1 Jan 05. My staff will not go home until every disenrollment/retirement has been processed for the FY04. If there is a discrepancy, the burden is on you to ensure that we are aware of that discrepancy ASAP!!

STATUS OF TRANSFERS: Have you ever wondered what the heck?!! What is going on with that members transfer? Well, check out our web page! The status of transfers from outside the district, leaving the district and within the district is listed. If you do not see a name there, please let us know! Also, if there is additional information that you need that is not available on the web page; please let Shirley Blanchett know, as she is responsible for maintaining this!

BUDGET: The Budgeting office is just now getting around to informing us of what our budget will look like for FY05. While discussions are only just beginning, be assured that I am advocating the very best that I can for an increase in funds. Currently, we have been offered about 67% of the fuel allocation that we received and blew through last year. Certainly discussions are not over, but there may be some significant changes to how we do business in the future. All of your RCO's were present during the November Executive Committee Meeting where the budget was discussed in extreme detail and of course so were the various strategies that we may pursue. Just know that our motivation is to maximize the value of the volunteer hour that you donate to the USCG and to invest in the membership so that you are fully capable of being utilized to your potential. I will continue to do my very best to fight the fight! Be well, and please document your time!

Operational Dress Uniforms (ODU's): In April 2004, the Chief Director of Auxiliary issued notice that Operational Dress Uniforms (ODUs) were not authorized to be worn by Coast Guard Auxiliarists until the Coast Guard's Office of Military Personnel/Policy and Standards Division's ODU roll-out plan was completed. This plan called for phased ordering of ODUs from the Coast Guard Uniform Distribution Center (UDC) by active duty and Reserve personnel through 2004. It was anticipated that Auxiliarists would be able to start submitting ODU orders to UDC (or purchase ODU items at Coast Guard exchanges) by January 2005. Recent developments indicate that UDC will not be able to process/fill ODU orders from Auxiliarists until at least April 2005. Alternative ODU sources may therefore be utilized by Auxiliarists who desire to obtain ODUs. Auxiliarists may find more information about doing so through their Personnel Services network. Please bear in mind that although use of alternative uniform sources instead of Coast Guard stock points is authorized in the Auxiliary Manual, Auxiliarists must still beware that such uniform products may not meet all CG uniform specifications and standards. Auxiliarists are therefore strongly encouraged to wait until ODU orders can be accommodated by the UDC and Coast Guard exchanges later next spring. Additionally, Coast Guard working blue uniform items will remain authorized for Auxiliarists, and they will soon be available through UDC at substantially lower prices to help reduce stock levels as they are phased out for active duty and Reserve personnel.

FROM OPERATIONS AND TRAINING

CWO4 Paul Bellona

REYR & CURRENCY MAINTENANCE: Currency Maintenance must be performed before the end of the year for Air Operations, Surface Operations (Coxswain, Crew Member, PWC Operator, and Paddle Craft Operator), Vessel Examiner, and Instructor. If you do not complete the Currency Maintenance requirements or they have not been entered into AUXDATA, then it's a good chance you will be going into REYR and you will not be able to perform those missions until you are Re-Certified. Usually in February, those members failing to complete them will automatically go into REYR. For this example I am going to use Surface Operations: You are a Coxswain and for some reason you failed to complete your Currency Maintenance and underway hours in CY-2004. In CY-2005, to get out of REYR, you must complete your Currency Maintenance and 8 hours underway under the supervision of another Coxswain or QE (the 8 hours underway get entered as a trainee) and then ensure that it all is entered into AUXDATA. Once that is done, you must notify DIRAUX (CWO Bellona or Charles Claytor), who will check to ensure you completed everything and that it is properly entered into AUXDATA, and then they will take you out of REYR. **You must now complete 8 hours underway as lead and ensure it is entered into AUXDATA. So to get out of REYR you must complete all the Currency Maintenance and 16 hours underway (8 as trainee and 8 as lead).** You have now caught up your Currency Maintenance for 2005. **Best way to stay out of REYR:** Complete your Currency Maintenance and 8 hours underway prior to the end of the year and ensure that it was entered into AUXDATA by the end of the year. Ensure you keep a copy of your Currency Maintenance form for documentation that it was completed. Either contact your Flotilla or Division IS officer or check AUXINFO at www.auxinfo.uscg.gov, which is the best way to go. Have a Safe Boating Season out there!

WORKSHOPS: Currently 3 workshops (Aviation [Air], Operation (Surface), and Instructor) are mandatory in CY-05 and must be taken and entered into AUXDATA (prior to June) or you will go into REWK and you will not be able to perform missions in those areas. If you go into REWK you must take the workshop and ensure it is entered in AUXDATA by checking with your Flotilla or Division IS officer or by checking AUXINFO at www.auxinfo.uscg.gov, which is the best way to go. Then, contact DIRAUX (CWO Bellona or Charles Claytor) who will check AUXDATA to ensure your workshop has been entered. We will then take you out of REWK.

ENTERING CURRENCY MAINTENANCE: Peter Kirschner has sent out instructions to all the SO-IS on how to enter Re-certifications into AUXDATA for Surface Operations, which include Coxswain, Crew Member, PWC Operator, and Paddle Craft Operator. Re-certifications for year 1-4 can now be entered into AUXDATA by either DIRAUX or by the Division IS officer. Re-Certifications for year 5 still must be sent to and entered by DIRAUX.

VE CHECKS: Ensure you have been made a qualified Vessel Examiner by DIRAUX and are not in REYR prior to making any VE checks not under the supervision of another VE. There have been VE checks made by members not yet qualified, which if completed will not count or be entered into AUXDATA as a VE check.

NEW AUXDATA SECURITY PROCEDURES: Several new AUXDATA security procedures have been put into place: Required to Change Password. All users will be required to change their passwords every 90 days. At 15 days prior to that deadline, users will be notified, by a pop up, that a password change is required in 15 days. There are new requirements for Passwords. All new individual passwords must be at least 8 characters long. These passwords must contain at least one letter, one of three special characters (_ \$ #), and at least one numeral, none of which may be the first character. Locked Accounts. User accounts will be locked for one of two reasons. After three unsuccessful logon attempts, the account will be locked for 1 hour. If the user password has been forgotten, members should contact their SO-IS or DSO-IS to have one of the User Administrators reset their password. After 90 days of non-use, the account will be locked. Members will be required to notify their SO-IS or DSO-IS to have one of the User Administrators unlock their account.

Password Change on First Logon: All new users, and users who have their password reset, will be required to change their passwords on the first logon. Losing Access. After 180 days of inactivity, the account will be deleted. To regain access, members so affected must apply through their SO-IS or DSO-IS to have a new account established.

PERSONAL PROTECTIVE EQUIPMENT (PPE): For everyone's information, PPE is issued out to qualified Coxswains, Crew Members, PWC Operators, Paddle Craft Operators and some to Pilots and Air Crews. PPE may be issued out by a member of the Flotilla, Division, or DIRAUX Staff, but must be signed for on the AF-538 form with a copy going to DIRAUX (CWO Bellona). The Flotilla Commander maintains a yearly inventory of all flotilla equipment including PPE and the member should keep a copy. Members are responsible for maintaining the equipment and must turn it back in when they are no longer certified in the Surface/Air Operation Programs, get out of the Auxiliary or transfer to another District. If the member transfers within the District, they have the option of taking it with them, but must give a copy of the AF-538 form to their new Flotilla Commander.

HAVE A VERY HAPPY HOLIDAY SEASON AND HAPPY NEW YEAR! SAFE BOATING EVERYONE

FROM THE OFFICE MANAGER

SK1 Holly Boehme

Direct Deposit Payments: Direct Deposit is the preferred and fastest method of payment by the Coast Guard. If you have multiple claims you may not be able to tell which payment goes to which claim. You can help yourself to solve this problem by using the sites listed below for claim inquiries.

If you are not on Direct Deposit, please Email me for the Direct Deposit form or you can retrieve the form yourself from the Auxiliary website.

I ask that you use these sites for payment confirmation before you contact me. You will get responses usually within 24 hours using these sites.

U.S. Coast Guard Travel Claim Inquiry Site For Travel Claims Only

- Go to the website <http://www.uscg.mil/hq/psc/>
- Click on the Travel Section
- To the right of the page under Customer Care Branch scroll down to, then click on the Customer Service for Travel, UTS, and People Soft button.
- Fill out the form and submit it.
- The travel center will send you status on your travel claims and payment breakdowns.
- This is only for Travel Claims
- You will need your tono, and dates of travel.
- You will receive a response within 24 hours.

U.S. Coast Guard Finance Center For Auxiliary Patrol Orders Only

- Go to this site <http://www.fincen.uscg.mil/>
- Click on Auxiliary Interests
- Click on Auxiliary Reimbursement Detail Reports
- Then click on the words Auxiliary Reimbursement Detail Reports again.
- Enter your patrol number.
- This will give you the break down on your Patrol Order Payment.
- Remember Direct Deposit is the Fastest Form of Payment. If your not signed up email Hboehme@pacnorwest.uscg.mil to sign up.

You will receive an instant response.

Office Equipment, I have one Xerox all-in-one printer that I can transfer out to a Flotilla Commander or Division Captain for use. The all-in-ones, print, fax, copy and scan. Email me if you are interested.

Also, please remember to keep us updated with your current address and email. If you travel, orders will be delivered to your Email as listed in AUXDATA.

Happy Holidays

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AUXILIARY PROGRAM ASSISTANT

Mr. Charles K. Claytor

PERSONAL SECURITY QUESTIONNAIRES: Let there be no misunderstanding or confusion about the PSQ (Personal Security Questionnaire), if any member of the Auxiliary does not have a PSQ on file prior to 31 December 2004, on 1 January 2005 they will be automatically disenrolled or placed on retirement status (if they qualify > 15 years). I am sending out another collective list of all Auxiliary members who **DO NOT** have a PSQ on file. If you see your name on this list, regardless of whether you have submitted one before you must resubmit a PSQ to this office (DIRAUX). I now have the capability to enter PSQ's into the system, which was not possible at the beginning of the year. If you are disenrolled for failure to submit a PSQ, but still

want to participate as an Auxiliarist, you will be required to re-enroll using the same procedure as a new member, **NO EXCEPTIONS**. Normally, for reasons of privacy we do not announce or post those that have received an approved suitability rating from SECCEN. Starting in January, I will provide Division Captains with a list of those who have received an approved suitability rating from SECCEN. This list can then be disseminated down to the Flotilla Commanders.

NEWLY ELECTED OFFICERS: Congratulations to all of the newly elected officers and those who are returning for a second year. Please ensure that your list of officers is updated in AUXDATA. As with anything new, there are a lot of questions concerning procedure. Please feel free to contact me by Email or phone with questions concerning certifications, awards, and AUXDATA entry. I will attempt to have elected officer certificates mailed out by the end of January.

APPROVED FACILITIES: There has been some question concerning Facility Inspections and Currency Maintenance. I believe Mr. Bellona has explained Currency Maintenance in depth in this month's Notes. However, if there are questions, please do not hesitate to call and ask. We spend a lot of time trying to correct currency maintenance problems, which are merely failures to input the data in AUXDATA in a timely manner. Anyone can check their own information by simply going to AUXINFO, which is available to all Auxiliarists. As for Facility Inspections, Jack Grubb is the relative expert on the matter and is usually available on Tuesdays. However, I am somewhat familiar with facility inspections and AUXDATA/POMS entry and can answer most questions.

DISENROLLMENTS/RETIREMENTS: As Flotilla Commanders you will have on occasion the opportunity to disenroll or request retirement for your members. Please complete the appropriate form and send to the DSO-PS for signature who will then forward the form to DIRAUX for action.

NOTES: 1) I have been asked to assist Mr. Bellona with injury claims. If you have questions concerning a claim or you need to submit a claim please contact me immediately. **2)** FSO-IS's should periodically check their member's current information in AUXDATA. When we mail something out to a member, we use what is currently in AUXDATA. **3)** Please refer to the D13 Director's website at <http://www.uscg.mil/d13/oax/> for the "do's and don'ts" on prospective member (applicant) training.

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AUXILIARY PROGRAM ASSISTANT

Ms. Shirley Blanchett

FOURTH QUARTER AND END OF YEAR (EOY) ACCOUNTING: Please check your AUXDATA flotilla rosters to be sure that only Auxiliarists in good standing (annual dues paid) show as Active Auxiliary Members. If a disenrollment is not processed, and a problem case Auxiliarist is carried on a flotilla's Active Auxiliary Member roster, the Active members in the flotilla must pay dues (division, district, and national) for that individual. All Disenrollments must be processed **before** December 31st to prevent the active flotilla members from being obligated to pay. Flotilla Commanders are required to sign the CHANGE OF MEMBERSHIP STATUS form (ANSC 7035 [2-98]) (CGAUX-36) and Members who desire disenrollment need to sign the Change of Membership Status form. Then the Flotilla Commander will forward it to our DSO-PS Carol Grassl, who reviews the form, and recommends DIRAUX action. Only the DIRAUX office staff is authorized to process such requests. This is National Auxiliary Policy. Please do not send these forms directly to DIRAUX as this will only delay the change.

CURRENT TRANSFER STATUS CHART: The current Transfer Status Chart that shows the entire District 13 Auxiliary member transfers that are being processed in DIRAUX can be found on the Auxiliary website. The chart shows what DIRAUX is working on for each transfer and what may be missing from a submitted transfer request. To visit this Transfer Status chart click on the following link or paste the link into your computer browser: <http://www.uscg.mil/d13/oax/>

CG AUXILIARY FORMS: Electronic versions of Auxiliary forms are posted on-line to provide members with a quick and convenient method of obtaining good quality forms reproductions. The Enrollment Application form (7001), Change of Membership Status form (7035), Member Transfer Request form (7056), and the Prospective Member Interview form (7036) are just a few of the Auxiliary forms available on these two websites. To visit the National forms website click on the following link: [Auxiliary's National Forms Archive](#) and to visit the D13 forms website paste the following address into your computer browser: <http://www.uscgaux.org/~130/pubs-forms/index.htm>

PERSONAL INFORMATION: Year-end is a good time for Flotilla Commanders to make sure all Auxiliary members have the most current home and e-mail addresses posted in AUXDATA. It is extremely important that this information is current in AUXDATA so Auxiliarists will receive documentation and information on a timely manner. Auxiliary Headquarters must be able to contact all personnel rapidly should it be necessary.